

# **AGPS CHANGE ORDERS**

## **Encumbrances**

Order and change order encumbrance is made available to help management keep abreast of current obligations. Once the order is printed, an order change is the only way an order encumbrance may be changed or canceled. The order encumbrance and cancel process is performed on-line (real time). Results from AFS, including reasons for rejections, are immediately viewable on-line. The following steps describe the order change and cancellation processes.

## **Successfully Changing or Canceling an Encumbrance**

Once the change information is established on OCHG, OCLN (if applicable) and OCAC, and the approval process is complete, change the status of OCHG to 435 for encumbrance. While the document is passing through the interface cycle, the status is at 833 or 894 depending on the change type. Most of the time the interface status will not appear on your screen because the interface occurs so quickly. Should either interface status appear, it may be that your AGPS session is in the “pause” mode. To verify this, press the F3 key or type END in the function line and press enter. Then attempt to change the status code of the order change to 435 again. Once the interface cycle is completed successfully, the status will change to 436 or 499.

If all intended transactions have been completed as partial payments and the balance of the encumbrance needs to be liquidated, this can be done on the OPLQ screen. Once the order change is added on OPLQ and approvals completed, change the status to 435 for encumbrance liquidation. While the document is passing through the interface cycle, the status is at 894. Most of the time this status will not appear on your screen because the interface occurs so quickly. Should this status appear on your screen, it may be that your AGPS session is in the “pause” mode. To verify this, press the F3 key or type END in the function line and press enter. Then attempt to change the status code of the order change to 435 again. Once the interface cycle is completed successfully, the status will change to 499.

There are several Order Change Types:

<b>ADM</b>	Administrative Change Order
<b>INC</b>	Increase Change Order
<b>DEC</b>	Decrease Change Order
<b>CNX</b>	Order Cancellation Change Order
<b>CNL</b>	Order Line Cancellation Change Order
<b>SUB</b>	Accounting Line Substitution Change order

**NOTE:** Several of the order change types require printing the order change before certain tables in the system are updated. Updating of these tables is not only necessary for further processing to continue, but to have accurate reporting information in place. Once your order change is encumbered, it is best to set the order change to print as soon as possible.

## **Failed Change Order Encumbrance**

If you are attempting to encumber an order change and it fails, the status of OCHG will return at 437. The following steps can be used as a guide to correct the failure:

1. Inquire on your accounting distribution records on the OCAC screen. Review the reason code(s) for the failed encumbrance which are returned from AFS. If you have questions concerning the reasons for failure, contact your accounting section. **Note: If four reasons appear on the OCAC screen, there could be additional reasons for failure. If errors listed are corrected and the encumbrance fails again, check for additional reasons.**

### **Auto-Build OCAC records (OCHG – OCAC Build flag = Y):**

1. Correct problems discovered after reviewing OCAC.
2. Change the status code on OCHG to 405. This will delete the OCAC record(s).
3. Change the status code on OCHG to 425. This will re-build the OCAC record(s).
4. When the status of the change order is at 429, change it to 435 to resend to accounting for encumbrance.

### **Manually Entered OCAC records (OCHG – OCAC Build flag = N):**

1. Lower the status of the order change to 405.
2. Change the accounting status on OCAC from '4' to '1' (**Note: The reason code errors will disappear**), make any necessary corrections and press enter . Once corrections are made on OCAC, change the status of the change order to process approvals.
3. When the status of the change order is at 429, change it to 435 to resend to accounting for encumbrance.

## **Canceling an INC/DEC Order Change Encumbrance**

If the order change is an INC or DEC, and the status is 436, the order change encumbrance can be canceled by changing the status code to 497. When the order change encumbrance cancellation is successful, the status of the order change will return at 498. The 497/498 cancellation CAN NOT be used on any other order change type. If the 497/498 cancellation can not be used because of the order change type, or the status of the order change is greater than 436, another change order will need to be entered and processed to reverse the change.

## **Failed Cancellation of Encumbrance**

If the attempt to cancel the order change encumbrance on OCHG with status 497 fails, the status code will return at 494. Inquire on the OCAC screen and review the reasons returned by AFS. Contact your agency accounting section for further direction. Once the problems are resolved, reset the status code to 497.

## **AFS Encumbrance Screens**

**Users who have access to AFS may view or verify the encumbrance information established in AFS on the OPOH\OPOL screens by using the steps outlined below:**

1. Select option '1' on the ISIS screen.

2. Type 'N' in the ACTION field and 'OPOH' in the TABLEID field and press enter.
3. Type 'S' in the ACTION field and tab to the VENDOR NUMBER field and input the nine digit vendor number. Next, type your three digit agency number in the PO AGENCY field, input the fiscal year 'YY' plus the purchase order number in the PO NUMBER FIELD and press enter. If the encumbrance was successful, header information about your order encumbrance will appear.
4. From the OPOH Screen type 'L' in the ACTION field and press enter. The system will leaf to your accounting line information on the OPOL screen. To view additional line information, if you have more than one accounting line, just press enter.
5. Type 'E' in the ACTION field and press enter to return to the ISIS screen.

### **Special Encumbrance Tips**

1. When manually building OCAC records for an order change (OCHG – OCAC Build flag = N), be extremely careful to use appropriate accounting distribution numbers. You may want to check the OAMT record for the order to verify existing active account distributions. **Do not try to create an accounting distribution that already exists.**
2. The Auto Build selection on the OCHG screen will automatically build the OCAC for an INC or DEC change type using the coding already set up. (CNX and CNL order changes will always automatically build an OCAC.
3. If an order change is encumbered in error, **it can be canceled with status code 497 ONLY IF the status is still at 436 on OCHG AND the change is an INC or DEC type change.** Otherwise, order changes encumbered in error will have to be corrected with another order change.
4. If all intended transactions against an order have been completed, and the order status is not final or canceled (495 or 499), please take the necessary action to close the order. Remember the fiscal year roll over flag defaults to 'Y', and unattended balances may roll to encumbrance in the next year.

### **Common Interface Error Messages**

#### **A472E PS OBJECT ON PO OR RQ**

The object coded on the transaction is a personal services object, (according to the Object Table) and is not valid on Pos or requisitions. Correct the object code and resubmit.

#### **A488E DECR > PO LINE AMT**

The decrease on the PO modify document exceeds the outstanding line amount. Correct the line amount so that it is equal to (or less than) the outstanding amount. Also, correct the document total, and then resubmit the transaction.

#### **A490E DECR > UNEXPENDED BAL**

The decrease amount exceeds the unexpended balance of the PO line. Correct the line increase/decrease indicator or the line amount and document total. Resubmit the transaction.

#### **A493E INCREASE > UNOBLIG APPR**

The line amount exceeds the budgeted authority amount for the appropriation. Correct the line amount of the accounting distribution and resubmit the transaction.

#### **HFR9E FED AID BUDGET HAS BEEN CLOSED**

The document is referencing a federal aid budget line on the Federal AID Budget Line Table that has been closed.

**429LE ACCTG PERIOD MUST BE 13**

The current documents' Accounting Period must be the year-end adjustment period (13) for the action requested. Change the Accounting Period field and resubmit the document.

The cause of the following error messages may be an inappropriate fiscal year. To resolve this problem, verify the correct fiscal year was entered for the accounting distribution information.

**C100E INVALID FUND FOR BUD FY**

**C120E INVALID FUND/AGENCY FOR BFY**

**C122E BAD FUND/AGENCY FOR ACCT FY**

**C152E INVALID OBJECT**

**HP04E INVALID PROJECT**